

CSO NO. 2174 - PREPARATION OF DEPARTMENT DESIGN AND POLICY MANUALS

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE

The Connecticut Department of Transportation (Department) is seeking to engage a professional engineering firm to update and/or prepare new Department design and policy manuals; the first of which will be the Bridge Design Manual.

The Department has a number of engineering and policy manuals that are currently out-of-date. There is also a need to develop several manuals which currently do not exist. The number of manuals actually assigned to the consultant firm will be based upon available funding. It is anticipated that the assignment will include the task of writing or updating up to four (4) manuals. The use of federal funding is not anticipated at this time.

If your firm would like to be considered for this assignment, your submittal should consist of a one page letter of interest and Department Form CSO 255 with a maximum of five resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager who must be a licensed Professional Engineer in the State of Connecticut. **Four copies of the submittal are required, and they must be postmarked by August 10, 2012, or, if hand delivered by 4:00 p.m. on that date.** (The CSO 255 form can be found online at www.ct.gov/dot/consultant.)

Included in the submittal must be a brief narrative summarizing your proposed staff, qualifications, experience and expertise in the following: (1) Development of Engineering Design Manuals (2) Development of Policy Manuals and (3) Familiarity with Department Policies, Procedures and Standards.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for this project. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Prior to the negotiation process, the selected firm will be required to have a Connecticut Corporate and individual Professional Engineering licenses, a Department approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 and DOC-001 prior to the start of the negotiations process.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, the selected firm must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1)

required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network (“BizNet”) website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)”.

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State’s solicitation expressly acknowledges reviewing the State Elections Enforcement Commission’s Notice titled “Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations” (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission’s Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Circumstances may require the rescheduling or cancellation of projects. Should this be necessary, the Department would be under no obligation to provide supplementary work for the firm selected for this assignment. The Department reserves the right to award assignments to other qualified firms.

The Department reserves the right to add additional projects of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

All submittals shall be addressed as follows:

Mr. Scott Hill
Manager of Bridges and Facilities
Bureau of Engineering and Construction
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

Hand delivered submittals must be brought to Room 3402 at the aforementioned address no later than 4:00 p.m. on August 10, 2012. Responses hand-carried or postmarked after this date and time will not be considered.

All inquiries regarding this Request for Letters-of-Interest shall be directed to Mr. David M. Mancini, of the Consultant Selection Office, at (860) 594-3017.

Connecticut Department of Transportation
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Employer